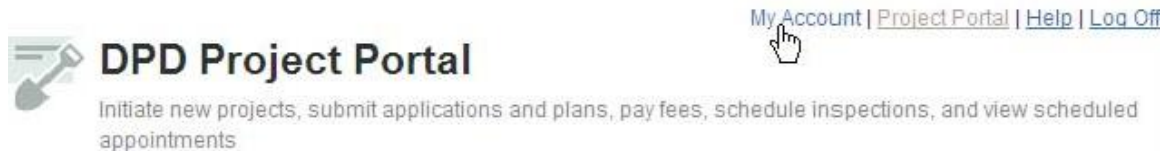


**PLEASE NOTE: This document has been updated to reflect the Seattle department name change from DPD to SDCI. Although the text in the document reflects the change, the screenshots still contain the DPD reference.**



## Changing SDCI Project Portal Account Settings

Your contact information, password, and email notification preferences can be changed by clicking **My Account**.



### Changing Your Linked Contact

1. Click **My Account** in the top right corner of the SDCI Portal.
2. To change the SDCI contact record associated with your account, click **I want to choose a different contact**.

**My Information**

This is the contact record linked to your account.

[I want to choose a different contact](#)

Contact ID: **AC260839**

Name: **HAGER, JENNIFER**

Address: **700 5TH AVE**

City: **SEATTLE**

Organization:

Day Phone: **(206)382-0000**

Email: **JHAGER@SEATTLE.GOV**

[Update contact details](#)

- To find a SDCI contact record, enter your first or last name or business name and click **Find**.

[My DPD Account](#) > Change Linked Contact

### Change Linked Contact

Link your online account to a contact from our permitting system. This enables you to work with all of your projects online, even if you started the application in person at DPD.

Enter the first and last name or a business name and click Find.

- Search for your name even if you don't think you have a contact record—you'll have the opportunity to create a new record if one doesn't exist.

- If you find a record that matches your information, select the check box next to it and click **Continue** button.

[My DPD Account](#) > Change Linked Contact

### Change Linked Contact

Link your online account to a contact from our permitting system. This enables you to work with all of your projects online, even if you started the application in person at DPD.

**Search Results**

If you found the contact, select them in the list below. If not:

	ID	Name	Address	City	Organizat
<input type="radio"/>	AC260839	HAGER, JENNIFER	700 5TH AVE	SEATTLE	

If you want to search again, click on the **Previous** button at the bottom of the page.

If you didn't find an existing record, click on the **Create New** button.

- Enter your information, making sure to complete all the fields marked with an asterisk (\*) and click on the **Save & Continue** button.

### Create a new contact record

Enter the information about the contact; fields marked with an asterisk are required.

☐ Licensed contractor ☒ Not a licensed contractor

\*First Name:

\*Last Name:  MI:

Organization:

\*Address:

\*State:

\*City:

\*Zip Code:

\*Day Phone: () - ext:

Cell Phone: () -

\*E-mail:

Fax: () -

**IMPORTANT:** Please **do not** fill in the LICENSED CONTRACTOR information unless you are an ELECTRICAL contractor. Filling in these fields will result in your permit information being incorrectly

## Changing Your Contact Information

1. Click **My Account** in the top right corner of the SDCI Portal.

Welcome, Jennifer Hager | [My Account](#) | [Project Portal](#) | [Help](#) | [Log Off](#)



2. Click the **Update contact details** link.

**My Information**  
This is the contact record linked to your account.  
[I want to choose a different contact](#)  
  
Contact ID: AC260839  
Name: HAGER, JENNIFER  
Address: 700 5TH AVE  
City: SEATTLE  
Organization:  
Day Phone: (206)382-0000  
Email: JHAGER@SEATTLE.GOV  
[Update contact details](#)

3. Make the changes and click **Save**.

[My DPD Account](#) > Update Contact Details

### Update contact details

DPD ID: AC260839

\*First Name:

Organization:

\*Address:

\*City:

\*Day Phone:    ext:

\*E-mail:

CPA Rating: 0%

\*Last Name:  MI:

\*State:

\*Zip Code:

Cell Phone:

Fax:

**Save**

Cancel

## Using My Contacts

My Contacts allows you to save a list of your most frequently used contacts, making it easy for you to select them as co-applicants when creating electronic applications. Adding contacts to this list allow lets you track projects on which they are applicants.

1. Under **My Contacts**, click **Add or remove contacts**.

### My Contacts

You can also choose other contact records in order to track projects associated with them. For example, you might select records for others in your firm, or for others you regularly work on projects with. Note that you can only change information such as phone number and address on the contact record that is linked to your seattle.gov account.

These are the contacts currently associated with your account.

Name ▲	Address	City	Organization
No records to display.			

[Add or remove contacts](#)

2. Enter the first and last name or business name and click **Find**.

[My DPD Account](#) > Change Associated Contactst

To add additional contacts (or contractors), first find them by name or ID number. To remove a contact, click Delete next it in the list below.

\*Enter the first or last name or business name  ☐ Exact match

**Find**

3. Select the check boxes next to the contacts you want and click **Add**.

### Search Results

Select the contact you want to use and click the Save button. To search again, enter new search criteria and click Find.

<div> <div> 1 2 3 4 5 6 7 8 9 10 ... </div> <div> Page size: 10 </div> <div> 819 items in 82 pages </div> </div>						
<input type="checkbox"/>	Contact/ Contractor ID	Name ▲	Address	City	Zip Code	Organization
<input type="checkbox"/>	SM0002		P O BOX 3139	FERNDAL	98248-3139	SMITH MECHANICAL INCORPORATED
<input type="checkbox"/>	SM0007		1106 54TH AVE	TACOMA	98407-	SMITH FIRE SYSTEMS INC
<input type="checkbox"/>	SM0011		25732 JIM CREEK RD	ARLINGTON	98223-	SMITH BROTHERS CONST/DRYW INC
<input type="checkbox"/>	SM0013		23819 29TH AVE W	BRIER	98036-	SMITHWORKS BLDG & ELECTRIC LLC
<input type="checkbox"/>	SM0015		25019 1ST DR NE	ARLINGTON	98223-	SMITH SERVICES NW INC
<input type="checkbox"/>	SM0016		20015 CYPRESS WY	LYNWOOD	98036-	SMITH CONSTRUCTION CO
<input type="checkbox"/>	SM0017		1106 54TH AVE EAST	TACOMA	98424-	SMITH FIRE SYSTEMS MGMT LLC
<input type="checkbox"/>	SM0020		PO BOX 16732	SEATTLE	98116-	SMITH BUILDERS
<input type="checkbox"/>	SM0021		1110 SW 142ND STREET	BURIEN	98166-	SMITHWORKS
<input type="checkbox"/>	SM0024		3436 14TH AVE S,	SEATTLE	98144-	SMITHYCO LLC
<div> <div> 1 2 3 4 5 6 7 8 9 10 ... </div> <div> Page size: 10 </div> <div> 819 items in 82 pages </div> </div>						

**Add**

## Changing Logon E-Mail Address and Password

- Under **My Account**, click **Change e-mail address** or **Change password**.

### E-Mail Notification

Allows you to choose to be notified by e-mail of project status and events.

[Change notification option](#)

### My Account

[Change e-mail address](#)

[Change password](#)

- To change your logon email, type your current and new email address in the field provided and click **OK**.

**Change E-mail Address**

<b>Current E-mail:</b>	<input style="width: 90%;" type="text"/>
<b>Current Password:</b>	<input style="width: 90%;" type="password"/>
<b>New E-mail:</b>	<input style="width: 90%;" type="text"/>
<b>Confirm New E-mail:</b>	<input style="width: 90%;" type="text"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

- To change your password, type your e-mail address and click **Send**. You will receive an e-mail with further instructions.

**Reset Your Password**

Please enter your current e-mail address. An e-mail will be sent to you with further instructions to complete your password reset request.

**E-mail:**

## Changing Your E-Mail Notifications

- Click **Change notification option** under **E-Mail Notifications**.

### E-Mail Notification

Allows you to choose to be notified by e-mail of project status and events.

[Change notification option](#)

### My Account

[Change e-mail address](#)

[Change password](#)

- If you want to receive email notification when events occur on your projects, select the **E-mail me** check box. To discontinue notification, clear the check box.

[My DPD Account](#) > Change Notification Option

☒ E-mail me when I need to take action on my application (e.g., pay fees) and when reviews and inspections are completed

- Click **Save**.